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ABSTRACT

Intended to be used by secretarial science students in a single skills laboratory, this performance based instructional unit on spelling contains ten assignments covering the following areas: pronunciation, homonyms, often confused words, compound and hyphenated words, "ei" and "ie" words, silent "e" words, prefixes, suffixes, word endings, and plurals. (Two other learning modules designed for student use in a single skills laboratory and a report on the development and use of these materials are available as separate documents.) (BM)

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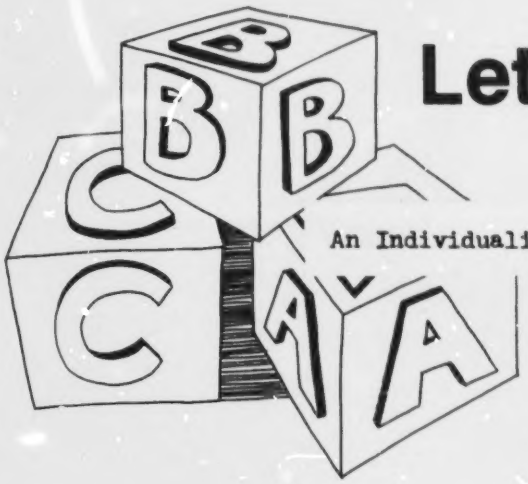

Let's Spell It Right!

by Judie Christensen

An Individualized Model for a Differentiated Secretarial Single Skills Lab

U S DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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CE 014 277

An Individualized Model for a Differentiated Secretarial Single Skills Lab

Prepared by Elgin Community College through a grant from the U.S. Office of Education, (Vocational Education), Division of Research and Demonstration

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PERFORMANCE GOALS

After completing the unit, you will be able to:

1. Pronounce troublesome words
2. Spell homonyms and differentiate meanings of homonyms
3. Spell often-confused words
4. Spell words that can be one word, two words, or hyphenated
5. Recognize 'ei-ie' words and spell them
6. Spell words ending in the silent e when a suffix is added
7. Add prefixes to the beginning of words
8. Add suffixes to the end of words
9. Add word endings to root words
10. Form plurals

In order to do this, you will be given:

1. Reference material in this unit of instruction
2. Assignments for each of the ten performance goals
3. Various reference materials available in the materials center of the Office Procedures Lab.

We will know that you can do it (pass) when:

1. Exercises have been completed and checked
2. You have taken the comprehensive final exam and passed it with at least 75 percent accuracy (100-94 percent = A; 93-86 percent = B; and 85-75 percent = C)
3. A retake exam is permissible, but you must wait at least 48 hours after reviewing your first exam
4. Your unit grade will be determined by: 10 percent on completion of the exercises and 90 percent on the score of the final exam.

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TIPS ON COMPLETING THE UNIT:

The most important factor in developing spelling competence is the desire to improve. The following tips will help you on your way to increase your spelling ability.

1. Look carefully at the word so that you will have a mental picture of it.

2. Pronounce the word aloud. Think of its meaning.

3. Spell the word aloud, syllable by syllable, several times.

4. Give special attention to the vowels: do not use an 'e' for an 'a' and don't leave out silent letters. Also don't add any letters unnecessarily.

5. Pronounce the word without looking at it. Try to recall how it looks. Spell it slowly until you are sure of its spelling.

6. Write the word from memory. Decide whether it looks right. If you have made an error, restudy the word.

7. Look for a pattern in your errors and diagnose the reasons for them. Do you skip groups of letters, silent letters, exchange vowels? Do you miss easy or difficult words? Learn from your mistakes!

8. Make a list of the words with which you have trouble. Go over them again and again until you have mastered the spelling of each word!

9. Don't give up!

PERFORMANCE CHECKS

Steps to completing the unit:

1. Take the pre-test.
2. Read each section and do the exercises in sequence.
3. Self-check your work after each section.
4. Review material that you have trouble with; understand why the answers are correct; learn from your errors.
5. Turn in the entire set of exercises for instructor approval at the time you are ready to take the final exam.
6. Take the final exam whenever you are prepared to do so.
7. Good luck!

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FREQUENTLY MISSPELLED BUSINESS WORDS

Don't let this list of words shock you. These are frequently misspelled words in business correspondence. You can master the spelling of each word by using the tips and completing the following exercises. Later, the final evaluation will test your skill at the correct spelling of some of these words.

accessible
accident
accommodate
accompanying
accrued

accumulate
acknowledgment
acquaintance
across
alleged

allotted
among
analysis
analyze
apparatus

apparent
appearance
appropriate
argument
arrangement

attendance
attorneys
bankruptcy
beginning
beneficial

benefited
brilliant
business
busy
calendar

canceled
characteristic
collateral
column
committee

comparative
concede
confident
conscientious
consensus

continuous
controlled
controversy
convenience
convenient

courteous
criticism
criticize
cylinder
definite

delinquent
dependent
describe
description
develop

development
dictionary
difference
disappoint
disastrous

eligible
eliminate
embarrass
endeavor
equipped

especially
excellent
exhaust
existence
experience

explanation
extension
extraordinary
facsimile
familiar

February
finally
foreign
fulfill
gauge

government
governor
grammar
grateful
guarantee

guidance
handkerchief
height
immediately
incidentally

intelligence
interfere
judgment
knowledge
laboratory

legitimate
leisure
liable
library
license

maintenance
management
mathematics
mileage
miscellaneous

mortgage
necessary
noticeable
oblige
occasion

occur
occurred
occurrence
omission
omitted

opportunity
optimistic
origin
original
paid

pamphlet
partial
performance
permissible
persuade

planned
pleasant
possession
practical
preceding

preferred
privilege
probably
procedure
professor

prominent
psychology
pursue
quantity
questionnaire

really
receive
recommend
reference
referred

repetition
schedule
secretary
seized
separate

similar
specifically
speech
strictly
studying

succeed
superintendent
supersede
surprise
thorough

transferred
undoubtedly
unnecessary
useful
using

usually
volume
voucher
Wednesday
welfare

whether
writing
yesterday

ASSIGNMENT 1: PRONUNCIATION

PERFORMANCE GOALS

After completing this assignment, you will be able to:

1. Identify words in which you might omit a letter or syllable in pronunciation
2. Identify words in which you might add a letter or syllable in pronunciation
3. Identify words in which you might slur a letter or syllable.

PERFORMANCE CHECKS

Steps to completing this assignment:

1. You are likely to misspell many words because you mispronounce them; therefore, find words and the letter or syllable that may give you trouble
2. On the blank lines, spell out each word correctly
3. On completion of the assignment, ask your instructor to show you how to self-check your completed work.

WORDS FROM WHICH YOU MIGHT INCORRECTLY OMIT A LETTER OR SYLLABLE

Misspelled Word	Trouble Spot	Correctly Spelled
artic	c	_____
attemp	t	_____
authenic	t	_____
canidate	d	_____
critism	ci	_____
enviroment	n	_____
everbody	y	_____
Febuary	r	_____
goverment	n	_____
hankerchief	d	_____
idenical	t	_____
intresting	e	_____
labratory	o	_____
libary	r	_____

Misspelled Word	Trouble Spot	Correctly Spelled
mathmatics	e	_____
memry	o	_____
probaly	b	_____
quanity	t	_____
promply	t	_____
represenative	t	_____
suprise	r	_____

WORDS TO WHICH YOU MAY ADD A LETTER OR SYLLABLE

atheletic	e	_____
attackted	t	_____
barbarious	i	_____
drownded	d	_____
fartherest	er	_____
jewelery	e	_____
grievious	i	_____
stastistics	s	_____

WORDS IN WHICH YOU MAY SLUR A LETTER OR SYLLABLE

dispise	e	_____
Saterday	u	_____
seperate	a	_____

ASSIGNMENT 2: HOMONYMS

DEFINITION:
A homonym is a word that sounds like another word but differs in meaning and spelling. Examples are: weigh and way; right and write.

PERFORMANCE GOALS

After completing this assignment, you will be able to:

1. Identify various spellings for homonyms
2. Differentiate the meanings of homonyms when used in context
3. Consult a dictionary when you have doubt about a homonym.

PERFORMANCE CHECKS

Steps to completing this assignment:

1. Study the following reference list of homonyms. This reference list will show you that the words sound the same when you pronounce them but when they are spelled differently.
2. Apply memory aids: Use associations for correct meanings and correct spelling.
3. Complete the exercise which consists of 55 sentences.
4. Self-check your work; ask for help from your instructor if you need it.
5. If you miss more than five sentences, please find the homonyms you missed in the reference list and review them. You do not need to do another exercise, but there will be several questions of this type on the final exam so you do need to know the material.
6. Consult a dictionary when you are unsure of a correct spelling or meaning.

REFERENCE LIST OF HOMONYMS

ad	short form of the word advertisement
add	to combine together or to form a sum: add two and two
aid	(verb) to help: Will you aid the party of your choice? (noun) assistance: Your aid is appreciated.
aide	an assistan ; a person: The colonel's aide arrived on horse-back.
air	the Earth's atmosphere
heir	one who inherits
aisle	a passageway between seats in a theater or other meeting room
isle	an island
I'll	contraction of I will
aloud	spoken at an audible level: He read his story aloud.
allowed	permitted: Only invited guests are allowed to enter the theater this evening.
altar	a raised structure used in religious ceremonies
alter	to vary; to modify; to change
all	entire, the whole of, without exception
awl	a pointed instrument to pierce holes in leather or other hard material
ascent	act of rising
assent	(noun) agreement; act of giving consent
bail	security given to obtain release of a prisoner while awaiting trial; to be out on bail; to use a bucket or other vessel to remove water from a flooded area; to bail out a leaking boat
bale	a large, closely pressed package of merchandise: a bale of cotton or straw
bare	naked; a bare head; empty: a bare room; unadorned: the bare truth
bear	(verb) to carry or support: to bear a load (noun) a large animal
base	the bottom, the foundation; morally low
bass	a deep sound or tone
berry	small juicy fruit with many seeds
bury	place a body or an object into the earth or a tomb
blew	past tense of the verb blow: The wind blew all night.
blue	a color

bloc	group of persons united for a common purpose
block	(noun) a rectangular solid: a block of wood; a city square (verb) to obstruct or blockade; to block progress; to shape out: to block a hat
board	a piece of wood; meals provided for pay; group of persons managing a firm; on a ship or train
bored	uninterested, wearied by something dull or tiresome
boarder	a person who gets his room and meals regularly for pay
border	dividing line between two countries; an edge
bolder	more courageous: The bolder of the two boys saved the dog.
boulder	a large rock
brake	(noun) device for slowing a machine or vehicle (verb) to slow down
break	to separate into parts by force; an opening: a break in skin
breach	failure to observe the terms of a law or agreement; an opening made by breaking something
breech	the part of a firearm behind the barrel
bridal	pertaining to a bride or wedding
bridle	the head part of a horse's harness; to hold back, curb, to hold the head high to express scorn, anger, pride
buy	to purchase
by	near at hand; through the medium of: made by hand
bye	as in good-bye
canvas	strong cloth widely used to make tents and sails
canvass	to go through a district or area soliciting votes for a candidate or orders for a product
capital	city where the government of a country or state is located; money or property a company uses in carrying on business; an upper-case letter: capital A
capitol	building in which a state or national legislature meets (think of a domed roof--domed spelled with an 'o' is the memory aid for capitol with an 'o
carrot	an orange colored vegetable
caret	a proofreading mark to show where something has been left out
carat	unit of weight for precious stones
ceiling	the top of a room
sealing	fastening or closing tightly
cell	a small, bare room; unit of living matter; a small electric battery; a small subversive group
sell	to exchange for money or other payment

cent	a copper coin (penny)
scent	an odor; smell
sent	past tense of send: He sent flowers to his girlfriend.
cereal	grain used as food
serial	story published or broadcast one part at a time at regular intervals
chute	an inclined passage to slide things down
shoot	to let fly; to photograph (noun) a young outgrowth from a shrub or tree
cite	to quote as an authority; mention as an example
sight	one of the five senses; something seen
site	the seat or scene of any specific thing; the location of a building; the land where a building stands or is to stand
coarse	rough, crude, not fine
course	a way, path, or channel taken; direction taken; regular mode of action or development; a series of studies in school; a meal
complement	that which completes or brings to perfection; the amount needed to complete or fill
compliment	praise, commendation
desert	to abandon, run away from
dessert	a sweet course served at the end of a meal
fair	impartial; reasonable; light; clear; beautiful; a festival at which goods are sold--a carnival
fare	sum of money paid for travel; anything that sustains or nourishes: bill of fare, good fare
fir	type of evergreen tree
fur	the skin and hair of an animal; garment made of skins
flew	past tense of fly
flu	a virus disease; short form of influenza
flue	a pipe for conveying smoke
flour	ground grain used in baking
flower	the bloom of a plant
forth	forward, onward
fourth	preceded by three others in a series: first, second, third, fourth
grate	to have an unpleasant effect: Loud noises grate on my nerves. To grind into small pieces; a framework of iron bars to hold firelongs
great	large, important

hair	The barber cut his hair.
hare	a rabbit-like animal
hall	passageway or corridor; a large room for gathering
haul	to move by truck, wagon; the distance over which something is transported; the amount gained at one time
heal	to bring back to health
heel	part of the foot; part of a shoe
hear	to perceive by ear
here	in this place
heard	past tense of hear
herd	a flock of animals
hole	an open, hollow place
whole	having all parts, complete
hour	60 minutes
our	belonging to us
idle	doing nothing, lazy
idol	any object worshipped as a god
knot	a fastening made by typing together pieces of cord; a measure of speed at sea
not	a negative: This is not true.
know	to have knowledge or information about
no	a negative
lead	(rhymes with bed) a heavy metallic element: a lead pipe
led	past tense of verb to lead: Wellington led his troops to victory.
lean	to rest at an angle on something; to depend or rely on; with little or no fat
lien	a legal claim on the property of another for the payment of a debt
lessen	to make less, decrease
lesson	something learned or studied; an instructive experience
loan	something lent: If your credit is good, you can easily obtain a loan from a bank.
lone	by itself, solitary
mail	correspondence transported by the postal system; to send by the postal system
male	the masculine sex

miner	one who works in a mine
minor	smaller, less important; a person under the legal age of responsibility
missed	past tense of miss: We missed our train.
mist	a fog or vapor: The mist enveloped us.
oar	a pole used to row a boat; a paddle
or	a conjunction denoting an alternative: this or that
ore	earth containing some metal
pain	suffering
pane	a sheet of glass
pair	two of a kind
pare	to trim or peel off the outer part
pear	a fruit
passed	past tense of pass: The time for delay has passed.
past	gone by, ended; just gone by; time gone by
patients	persons who are being treated by a doctor or dentist
patience	willingness to wait or endure
peace	calm, absence of war
piece	a part of something
principal	main, most important; sum of money on which interest is paid
principle	a fundamental rule or doctrine of behavior or science
plane	short for airplane; a carpenter's tool for smoothing surfaces; level or grade; in geometry, a flat surface
plain	undecorated; easy to understand; a flat stretch of land
read	(pronounced reed) to understand something written or printed; to read a book
reed	a kind of tall grass; part of a wind instrument
read	(pronounced red) past tense of the verb read
red	the color
sail	(verb) to travel by sea (noun) cloth spread to the winds to make a ship move
sale	exchange of goods for money; a selling at lower prices
scene	the place where any event occurs; a division of a play; a view of people or places; a display of strong emotion before others (making a scene)
seen	past of verb to see: I have seen two plays this month.

seam	a line formed by sewing two pieces of material together; any line marking the joining of edges
seem	to appear to be; to be apparently true: It did seem that he was not ready to go.
seas	large bodies of salt water
sees	part of the verb see
seize	to take hold of suddenly or violently; to take possession by force
sew	to fasten with needle and thread
so	in this manner; to this degree; very; therefore
sow	to scatter seed on the ground
stationary	not moving, standing still
stationery	writing materials; paper, cards, envelopes, etc. (Spelling aid: stationAry refers to plAce; stationERy refers to papER)
waive	to give up a right or claim to something
wave	(noun) a moving swell of water or any movement like it; an ocean wave (verb) to move back and forth: to wave a flag
ware	a manufactured utensil, usually of metal; goods for sale
wear	to carry on one's person for covering, ornament, defense; to impair by constant use or friction; to hold up in use
way	manner, method, path, means, direction
weigh	to find the weight of
weather	condition of the atmosphere
whether	indicating a choice or alternative
weak	not strong
week	seven successive days

Instructions: Circle the correct choice; self check your work.

1. The eldest son was (air, heir) to his father's fortune.
2. The (ad, add) contained information about the summer excursion.
3. Everyone rushed to (aid, aide) the injured man.
4. A good dressmaker can (altar, alter) this dress.
5. He indicated his (ascent, assent) by nodding.

6. (Aisle, isle, I'll) join the group tomorrow evening.

7. The accused was released on $4,000 (bail, bale).

8. I have just hired Mrs. Jones as my personal (aid, aide).

9. In Illinois, no one under sixteen is (aloud, allowed) to drive an automobile.

10. The audience became (board, bored) and restless as the speaker droned on and on.

11. A faulty (brake, break) in his car was the cause of the accident.

12. A tourist must show his passport at the (boarder, border).

13. A (bolder, boulder) more aggressive policy will increase business.

14. Attractive displays will tempt people to (buy, by, bye) more merchandise.

15. He was found guilty of (breach, breech) of contract.

16. The salesman sold the young man a modest diamond weighing less than one (carrot, carat, caret).

17. The state (capital, capitol) has a gleaming white dome.

18. Insert a (carrot, carat, caret) mark to show omission of a word or letter.

19. Many years ago, (ceiling, sealing) wax was used to fasten envelopes.

20. It is not easy to (cell, sell) luxury merchandise in times of depression.

21. The detectives traced the stolen car through its (cereal, serial) number.

22. The (cent, scent) of orange blossoms floated through the open window.

23. Many business deals are transacted on the golf (coarse, course).

24. On this (cite, sight, site) the city plans to build a new hospital.

25. Always wear accessories that (complement, compliment) your outfit.

26. Have your exact (fair, fare) ready when you board the bus.

27. The winds had thrown the ship off (coarse, course).

28. In 1958, the Asiatic (flew, flu, flue) affected millions of Americans.

29. The (fir, fur) tree is in the evergreen family.

30. Johnson's green orchid was awarded first prize at the (flour, flower) show.

31. There was a (great, grate) deal of activity at the bargain counter.

32. The poor acoustics made it impossible to (hear, here) the speaker.

33. The farmer owned a large (heard, herd) of cattle.

34. This shoe has the new kind of unbreakable (heal, heel).

35. Babe Ruth was the (idle, idol) of American youth.

36. Filling that (hole, whole) will prevent an accident.

37. When the fire alarm rang, the (hole, whole) theater was emptied.

38. This medication will (lessen, lesson) the pain.

39. The bank gave him a (loan, lone) of $1000.

40. The technician was protected from the X-rays by a (lead, led) shield.

41. The finance company kept a (lean, lien) on his car.

42. We have been (lead, led) up a blind alley.

43. Everyone should learn how to tie a square (knot, not).

44. We have established that the (chute, shoot) grew three feet last year.

45. Thanks to Dr. Salk, we now (know, no) how to prevent polio.

46. If you want to lose weight, eat (lean, lien) meat.

47. Our child labor laws are designed specifically to protect (miners, minors) against unscrupulous employers.

48. Uranium is found in an (oar, or, ore) called pitchblende.

49. The baseball hurtled toward the house and smashed a (pain, pane) of glass.

50. The (principal, principle) of the school spoke to the assembly.

51. The (plain, plane) landed safely in the midst of a hurricane.

52. You should have (read, red) Chapter 6.

53. Grandma Moses is known for painting rural (seens, scenes).

54. The cost-of-living index has remained (stationary, stationery) for three months.

55. We cannot tell you (weather, whether) they will make any changes.

ASSIGNMENT 3: OFTEN-CONFUSED WORDS

While many words are not homonyms, they do sound somewhat alike. Because many people do not pronounce words properly, these words are often confused in their meaning, spelling, and usage.

PERFORMANCE GOALS

After completing this assignment, you will be able to:

1. Identify various spellings for often-confused words
2. Differentiate the meanings and pronunciation of often-confused words when used in context
3. Consult a dictionary when you have doubt about an often-confused word.

PERFORMANCE CHECKS

Steps to completing this assignment:

1. Study the following reference list of often-confused words. This reference list will show you that the words sound very much the same but they are spelled differently.
2. Apply memory aids: Use associations for correct meanings and correct spelling.
3. Complete the exercise which consists of 33 sentences.
4. Self-check your work; ask for help from your instructor if you need it.
5. If you miss more than three sentences, please locate those words in the reference list and review them. You do not need to do another exercise, but there will be several questions of this type on the final exam so you do need to know the material.
6. Consult a dictionary when you are unsure of a correct spelling or meaning.

REFERENCE LIST OF OFTEN-CONFUSED WORDS

accede	to comply with
exceed	to surpass
accept	to receive
except	to exclude, to take or leave out
addition	the act or process of adding, something added
edition	all the copies of a book, newspaper, or magazine issued at the same time
adapt	to adjust
adept	skillful
adopt	to choose and take
adverse	unfriendly, unfavorable, harmful
averse	opposed, unwilling
advice	a recommendation, a suggestion (Memory Aid: rhymes with ice and ends with ice)
advise	to give counsel or information
affect	to influence, to change
effect	to bring about, the result or outcome of something
angel	attendant and messenger of God, a good spirit, a good and lovely person
angle	the geometric measurement of two intersecting lines; also a point of view, an aspect, a phase of something
assistants	helpers
assistance	help
beside	at the side of: Sit down beside the desk.
besides	in addition to: There will be others at the convention besides our representative.
bibliography	a list of books or articles about a subject or person
biography	story of a person's life written by someone else
carton	box generally made of cardboard
cartoon	an amusing or humorous sketch or film poking fun at people or events
consul	an official appointed by a government to live in a foreign city and look after his country's business interests and citizens living or visiting there
council	a group of people selected, appointed, or elected to make laws, settle questions, give advice, etc.
counsel	to advise

device	a mechanical invention, a contrivance (Memory Aid: rhymes with ice and ends with ice)
devise	to plan, to contrive, to bequeath real property by will
diary	(three syllables) periodic (daily, weekly, etc.) written account of what one has felt, thought, or experienced. The book in which this account is also called a diary.
dairy	(two syllables) farm, building, store, or business establishment where milk, cream, and milk products are kept. produced, or sold
disburse	to pay out, to expend
disperse	to break up and scatter in all directions; distribute widely
elicit	to draw forth
illicit	forbidden by law, improper
eminent	distinguished, important, exalted, noteworthy
imminent	likely or about to happen
era	a historical period
error	a mistake
formally	in accordance with certain rules, forms, procedures, regulations
formerly	in the past, some time ago
later	at a future time
latter	the second of two
lose	to mislay or be deprived of
loose	not tight, not bound together or fastened down; careless about morals or conduct: a loose character
personal	private; done in person directly by oneself
personnel	persons employed in any work, business or service; a staff of workers
precedent	a case or instance that may serve as an example or reason for a later case
president	the elected head of a nation, form, or association
precede	to go before
proceed	to advance
proceeds	money received from sale of merchandise (always used in plural form)
respectfully	showing respect or honor
respectively	a number of items taken as individual units in the order mentioned

rout	to disperse in disorderly defeat, to defeat completely
root	the part of a plant that grows in the ground
route	a road; to send by way of a certain road
quiet	not noisy
quite	entirely
statue	a carved or cast image
stature	height of an animal, especially man
statute	a law enacted by a legislative body
than	introduces the second part of a comparison
then	at that time, next, that being so
weather	atmospheric conditions
whether	whichever one of two or more

Instructions: Circle the correct choice; self check your work.

1. Mr. Abell tells me that we cannot (accede, exceed) the terms.

2. When the (addition, edition) to our factory is completed, we shall be able to make faster deliveries.

3. We can (adapt, adept, adopt) this new blower to fit any old vacuum cleaner.

4. We do not permit our name brands to be sold to anyone (accept, except) licensed distributors.

5. This place is so pleasant we are (adverse, averse) to going home.

6. The committee meeting was (adjoined, adjourned) at 3 p.m.

7. Our (advice, advise) to all our customers is to buy from only reputable dealers.

8. The large doses of antibiotics had no (affect, effect) on the condition of the patient.

9. Marjorie was dressed as an (angel, angle) for the school play.

10. It is rewarding to offer your (assistance, assistants) as a volunteer worker in the children's ward of the hospital.

11. Who is expected at the party (beside, besides) you and your immediate family?

12. Before you proceed, you will have to compile a (bibliography, biography) of books on the subject.

13. These bottles come packed one hundred in each (carton, cartoon).

14. Please (consul, counsel, council) me on what legal steps to take.

15. This new (device, devise) will enable you to use your old machine for many more years.

16. A new (dairy, diary) is being constructed near the town of Westmont.

17. The paymaster (disburses, disperses) the funds of the company.

18. Ponzi was imprisoned for his (elicit, illicit) stockmarket transactions.

19. Dr. Grundy was an (eminent, imminent) scholar and historian.

20. You had better check your inventory again to find the (era, error).

21. At the next meeting, Sharon will be (formally, formerly) inducted as secretary.

22. Our executive staff is comprised of a president, vice-president, secretary, and treasurer--the (later, latter) two posts are currently held by one man.

23. It looked as if the fireman would (lose, loose) his life.

24. The girl carried a bundle of (lose, loose) clothing.

25. Gifts with a (personal, personnel) touch are appreciated by those who receive them.

26. The (precedent, president) of the club called the meeting to order.

27. (Precede, Proceed) 100 meters--then turn left.

28. The (precedes, proceeds) from today's sales are over $10,000.

29. A commonly used complimentary close for business letters is "(Respectively, Respectfully) yours."

30. It took only 15 minutes to completely (root, rout, route) the enemy.

31. (Quiet, Quite) working conditions increase the efficiency of office workers.

32. Compared with Goliath, David was a pygmy in (statue, stature, statute).

33. You save money by ordering your tulip bulbs now rather (than, then) in the spring.

ASSIGNMENT 4: ONE, TWO, OR HYPHENATED?

DEFINITION:
Some words are built by the joining of whole words. Words are formed in this way and are called "compound words" and are illustrated by horsewhip or pineapple.

Compound words are spelled in four different ways: (1) as two words, (2) sometimes as a hyphenated word, (3) sometimes as a single word, and (4) sometimes as a single word but with a change in the spelling of one of the combined words (such as all ready, already). These are tricky, and there is no sure way to learn them. Hyphenation often depends upon how and where the combined words are used within a sentence. For instance, if the combined words are used as an adjective before a noun, they are hyphenated, as in "the first-rate manager." But if the combined words, even though they serve as an adjective, are not before the noun, they are not hyphenated, as in "the manager was first rate."

PERFORMANCE GOALS

After completing this assignment, you will be able to:

1. Identify various spellings for words that can be written as one word, two words, or hyphenated
2. Differentiate the correct spelling when used in context
3. Consult a dictionary when you are not sure if a word is written as one word, two words, or hyphenated.

PERFORMANCE CHECKS

Steps to completing this assignment:

1. Study the following reference list of one, two, or hyphenated words.
2. Apply memory aids: Use associations for correct meanings and spelling.
3. Complete the exercise which consists of 35 questions.
4. Self-check your work; ask for help from your instructor if you need it.

5. If you miss more than four sentences, please find those words in the reference list and review them. You do not need to do another exercise, but there will be several questions of this type on the final exam so you do need to know the material.

6. Consult a dictionary when you are unsure of a correct spelling or meaning.

REFERENCE LIST OF ONE, TWO, OR HYPHENATED WORDS

1a. The customer had already (previously) paid for the merchandise.
1b. The passengers were all ready (all were ready) to leave the ship.

2a. I believe that her education is altogether (entirely) too limited.
2b. The letters are all together (all in one group) in the file folder.

3a. One should always (at all times) keep an open mind.
3b. We tried all ways (all means) of reducing expenses.

4a. Anyway (in any case), we do not have any copies left.
4b. Solve the problem in any way (any manner) that you can.

5a. Music helps you to forget your everyday (daily or common) cares.
5b. The way to learn a skill is to practice it every day (each day).

6a. Everyone (everybody) likes him.
6b. Every one (each one) of his colleagues likes him.

7a. Maybe (perhaps) you should ask for advice.
7b. We may be (used as a verb) able to help you.

8a. Nobody (no one) has yet seen the new model.
8b. No body (no group) of men is more dedicated than that one.

9a. He needs someone (somebody) to help him.
9b. Some one (an individual or a single unit) of the participants will win the contest.

10a. I shall call you sometime (at an indefinite time) next week.
10b. Some time (some amount of time) should be spent outlining a report.
10c. Sometimes (now and then) the tickets are sold at a discount.
10d. Some times (some specific times) have been easy; others, difficult.

Instructions: Circle the correct choice.

1. We expect the apartments to be ready for occupancy (sometime, some time) in the spring.

2. I should like to know if there is (anyway, any way) to arrange the furniture so as to give the room a more spacious atmosphere.

3. Outgoing letters are sent (altogether, all together) to the Mailing Department for stamping.

4. (Everyone, Every one) of our appliances is carefully inspected and tested before packaging.

5. The air freight was (already, all ready) to be loaded when the flight was canceled because of bad weather.

6. (Nobody, No body) has yet discovered a cure for the common cold.

7. The bodily injury insurance will cover you if your injure (someone, some one) with your automobile.

8. For (everyday, every day) wear in a business office, avoid party clothes.

9. It (maybe, may be) possible for me to rearrange my itinerary so that I can visit you next month.

10. This newspaper has (always, all ways) tried to be impartial in reporting the news.

11. The parts have now been received and are (already, all ready) to be assembled.

12. You may pick up your new charge card at (anyone, any one) of our branches listed on the enclosed sheet.

Instructions: Combine the underlined words into either hyphenated or single compound words. If the words should remain as two words, write 'C' for correct in the blank.

13. an <u>all out</u> effort _____

14. a new <u>rain coat</u> _____

15. a <u>high school</u> graduate _____

16. a <u>light weight</u> sweater _____

17. a <u>middle class</u> family _____

18. a vigorous hand shake _____
19. at Lewis High School _____
20. take a rain check _____
21. ten light years away _____
22. several hand grenades _____
23. seved as a middle man _____
24. cleaned the mouth piece. _____
25. an old hand me down _____
26. up to the minute report _____
27. It may thunder storm tonight. _____
28. What she says is on the level. _____
29. On the voyage he was sea sick. _____
30. The tennis player had a good back hand. _____
31. He was a good quarter back. _____
32. The house had a fenced back yard. _____
33. The rejected man had a down in the mouth look. _____
34. Finally the jet came down at the airport. _____
35. College trained men get jobs easier than high school graduates. _____

ASSIGNMENT 5: EI-IE WORDS

DESCRIPTION:
Ever since the ei-ie words appeared in our language, they have been the source of difficulty. They resemble each other so closely that, at one time or another, they trip up even the best spellers.

MEMORY AID:
I before E
Except after C
Or when sounded like A
As in neighbor or weigh.

There are about one hundred ei-ie words; all but a handful are covered by the previous rule.

PERFORMANCE GOALS

After completing this assignment, you will be able to:

1. Identify ei-ie words
2. Apply rules to correctly spell ei-ie words

PERFORMANCE CHECKS

Steps to completing this assignment:

1. Study the following rules and the respective applications
2. Apply memory aids: Use associations if possible to achieve correct spelling
3. Complete the exercise which consists of 30 ei-ie words
4. Self-check your work; ask for help from your instructor if you need it.

The general rule: I before E covers the following words:

achieve	friend	recipient
adieu	frontier	relieve
alien	grievous	reprieve
ancient	handkerchief	retrieve
audience	hierarchy	review
belief	hieroglyphics	shield
believe	lenient	shriek
brief	lieutenant	siege
cashier	mischief	sieve
chandelier	mischievous	thief
chief	niece	transient
convenient	patience	unwieldy
field	patient	yield
fiend	piece	priest
fiery	pier	quotient
	pierce	rabies

Except after C...After C you should use EI.

ceiling	conceive	deceive	receipt
conceit	deceit	perceive	receive

EXCEPTIONS:

conscience	efficient	proficient	sufficient
deficient	financier	science	

The rule continues:

Or when sounded like A
As in neighbor or weigh.

Then you use EI

There are no exceptions to this part of the rule; it holds true in all instances!

deign	neigh	rein	veil
eight	reign	skein	vein
feign	sleigh		

Unfortunately, there are some exceptions to the general rule. Master these few exceptions and you will have mastered ALL ei and ie words. Any word that is not an exception follows the rule.

caffeine	foreign	neither	sleight
codeine	foreigner	protein	sovereign
counterfeit	forfeit	seismograph	sovereignty
either	height	seize	surfeit
Fahrenheit	leisure	seizure	weird

Instructions: ***Insert ei or ie (whichever is correct) in the spaces in the following words. Then rewrite the complete word on the line to the right.***

1.	c___ling	_____	16.	sh___ld	_____
2.	n___gh	_____	17.	fr___nd	_____
3.	sl___gh	_____	18.	consc___nce	_____
4.	ach___ve	_____	19.	h___gh	_____
5.	bel___ve	_____	20.	sl___ght	_____
6.	p___r	_____	21.	f___ry	_____
7.	d___gn	_____	22.	h___rarchy	_____
8.	w___gh	_____	23.	counterf___t	_____
9.	shr___k	_____	24.	forf___t	_____
10.	r___l___ve	_____	25.	for___gn	_____
11.	rab___s	_____	26.	sover___gn	_____
12.	s___ze	_____	27.	s___ve	_____
13.	w___rd	_____	28.	misch___vous	_____
14.	n___ther	_____	29.	misch___f	_____
15.	r___gn	_____	30.	al___n	_____

ASSIGNMENT 6: DROPPING THE SILENT E

DEFINITION AND RULE:

Final silent e is dropped before a suffix beginning with a vowel.

Notice that the final e must be silent to be dropped before adding the suffix -ing, as in changing advise to advising. If it is pronounced, as in be, it stays before the added suffix -ing, as in changing be to being.

Notice, too, that the suffix must begin with a vowel if the e is to disappear. Contrast the e in these words: caring and careful, hoping and hopeless, movable and movement, and usable and useful.

Notice that the e disappears only before a suffix beginning with a vowel, not before a whole word added to form a compound word. Thus the e of pine disappears before the -ing suffix in pining, but stays before the word apple in pineapple; it disappears before the -ing suffix in giving, but stays before the word away in giveaway. It stays in such compound words as thereafter, therein, whereabouts, and whereupon.

EXCEPTIONS WITH C AND G

The largest group of exceptions contains words with c or g just before the e--words like notice and courage.

A subrule governs the behavior of the e in such words:

> The e is kept before the suffixes -able and -ous if the c is pronounced like s and if the g is pronounced like j.

For instance, the e is kept in noticeable, but dropped in noticing, which does not have either of the suffixes required for retention. Only one fairly common word is an exception to the c-g subrule: sacrilegious,

OTHER EXCEPTIONS

The other exceptions are of two kinds: those which retain the e, contrary to the rule and those which drop the e also contrary to the rule.

The e is dropped, contrary to the rule, in words where -dg(e) precedes the suffix -ment, as in acknowledgment, judgment, and abridgment. It is dropped in words ending with ue, as in argument, duly, and truly. It is dropped before the suffix -th, as in ninth, twelfth, and width.

It is dropped when the -ly suffix is added to a word ending in le, as in doubly, incredibly, possibly, probably, subtly, and wholly. And it is dropped in three other miscellaneous words: awful, nursling, and wisdom.

This list may seem long, but the number of words conforming to the rule is so very large that learning the rule and its exceptions is usually a worthwhile shortcut to improved spelling.

PERFORMANCE GOALS

After completing this assignment, you will be able to:

1. Identify words ending in silent e which need a suffix added
2. Correctly apply rules to form the root word and suffix.

PERFORMANCE CHECKS

Steps to completing this assignment:

1. Study the rules and respective applications
2. Apply memory aids whenever possible
3. Complete the exercise which consists of 40 words
4. Self-check your work; ask for help from your instructor if you need it.

Instructions: Review the rules and the exceptions before doing the exercises. Then write the words using the root word and the ending or suffix on the blank lines.

1.	lose	ing	_____
2.	bereave	ment	_____
3.	here	in	_____
4.	live	able	_____
5.	safe	ty	_____

6.	conceive	able	_____
7.	shape	ing	_____
8.	argue	ment	_____
9.	behave	ing	_____
10.	improve	ment	_____
11.	mile	age	_____
12.	true	ly	_____
13.	excuse	able	_____
14.	commence	ment	_____
15.	nerve	ous	_____
16.	cripple	ing	_____
17.	dole	ful	_____
18.	sense	ible	_____
19.	judge	ment	_____
20.	assemble	age	_____

Add the suffix -ing to each of the following words; then write the complete word in the space provided.

21.	love	_____	31.	force	_____
22.	please	_____	32.	eliminate	_____
23.	move	_____	33.	illuminate	_____
24.	hope	_____	34.	lose	_____
25.	give	_____	35.	prepare	_____
26.	encourage	_____	36.	commence	_____
27.	shave	_____	37.	schedule	_____
28.	argue	_____	38.	aggravate	_____
29.	taste	_____	39.	exaggerate	_____
30.	singe	_____	40.	judge	_____

ASSIGNMENT 7: PREFIXES

DEFINITION:
Prefixes are syllables added at the beginning of words to alter or modify their meanings or, occasionally, to form entirely new words.

PERFORMANCE GOALS

After completing this assignment, you will be able to:

1. Identify words with prefixes
2. Identify the use of prefixes and their meanings
3. Add prefixes to words to form the meaning desired.

PERFORMANCE CHECKS

Steps to completing this assignment:

1. Study the reference material below
2. Apply memory aids whenever possible
3. Complete the exercises throughout the assignment
4. Self-check your work; ask for help from your instructor if you need it.

How many s's in:

di__approve	di__appoint	di__satisfy

How many l's in:

i__legal	i__legible	i__literate

How many n's in:

u__natural	u__necessary	u__able

You probably weren't aware of it, but you were actually adding two things in each of the words you just spelled. For instance:

dis + approve = disapprove

il + legal = illegal

un + necessary = unnecessary

Dis, il, and un are prefixes: prefix + word = new word

Disapprove is simple enough. But why is a word like dissatisfy so often misspelled? Because many people make spelling erors when the prefix ends with the same letter with which the root word begins. Dis ends in s, and satisfy begins with s. When the prefix ends in s and the word or root begins with s, you have a double ss. Be sure you add the full prefix to the word. Don't drop any letters.

DIS means: fail, cease, do the opposite of

dis + satisfy
dis + sect
dis + semble
dis + seminate

dis + sent
dis + sension
dis + sertation
dis + service

dis + similar
dis + sipate
dis + sociate
dis + solve

dis + soluble
dis + solute
dis + sonance
dis + suade

IL means: not, in, to, onto

il + legal
il + legible
il + legitimate
il + liberal
il + licit

il + literate
il + logical
il + luminate
il + lusion

IM means: not

im + maculate
im + material
im + mature
im + merse
im + migrate

im + mobile
im + moderate
im + moral
im + mortal
im + movable
im + mune

MIS means: wrong, wrongly, bad, badly

mis + shape
mis + spell
mis + state
mis + step

OVER means: above, excessive

over + rate
over + reach
over + refined
over + ride
over + ripe
over + rule
over + run

UN means: not, the opposite of

un + named
un + natural
un + naturalized
un + navigable
un + necessary
un + negotiable
un + neighborly
un + nerve
un + noted
un + noticed

UNDER means: beneath, below standard

under + rate
under + run

There are hundreds of other words that may take these prefixes, but these words present no special problems. They start with letters different from the letters at the end of the prefix.

dis + entangle
mis + hap
mis + behave
mis + fortune
un + easy
dis + taste
mis + take
mis + demeanor
over + done
mis + guide
mis + lead
mis + fortune
under + take

Instructions: Insert the s or ss (whichever is correct) in the spaces in the following words. Then rewrite the complete word on the line to the right.

1. di___approve _____
2. di___appear _____
3. di___appoint _____
4. di___ent _____
5. di___atisfy _____
6. di___imilar _____
7. di___comfort _____
8. di___olve _____
9. di___credit _____
10. mi___pell _____

Instructions: ***Cross out the misspelled word or words in each of the following groups; spell them in the space at the right. Mark 'C' in the space if all are correct.***

1.	discomfort	disconnect	disentangle	_____
2.	dissociate	ilegible	unnatural	_____
3.	mistake	misfit	mispell	_____
4.	impartial	imperfect	impassive	_____
5.	impossible	overun	illegitimate	_____
6.	illogical	imobile	improbable	_____
7.	misslay	immodest	dissable	_____
8.	imaterial	unoccupied	unerve	_____
9.	immature	uneasy	overripe	_____
10.	uncertain	immigrant	override	_____
11.	underrate	unnoticed	unumbered	_____
12.	impatient	impertinent	impeccable	_____
13.	underscore	undervalue	understate	_____
14.	undermine	imagine	immunity	_____
15.	imoderate	distinguished	underplay	_____
16.	illegal	immoral	unecessary	_____
17.	dissuade	dissatisfaction	disfigure	_____
18.	ilumination	immoderate	immensurable	_____
19.	disemble	dissension	overcharge	_____
20.	illiberal	illicit	misslead	_____

ASSIGNMENT 8: SUFFIXES

DEFINITION:
A suffix is a syllable that is added to the end of a word or root to change its meaning.

REMEMBER THIS RULE: The original word or root and what we are adding to it is all we have to remember. It's as simple as that. Just watch out for the double letter which occurs when the word ends in l and the suffix also begins with l.

The following list is a complete list of those suffixes that create the double-letter problem.

accidental + ly
actual + ly
annual + ly
beautiful + ly
beneficial + ly

biennial + ly
careful + ly
cheerful + ly
classical + ly
confidential + ly

continual + ly
cool + ly
doubtful + ly
equal + ly
essential + ly

ethical + ly
eventual + ly
exceptional + ly
external + ly
financial + ly

formal + ly
functional + ly
gainful + ly
grateful + ly
habitual + ly

helpful + ly
incidental + ly
industrial + ly
initial + ly
internal + ly

international + ly
legal + ly
local + ly
logical + ly
manual + ly

medial + ly
mental + ly
moral + ly
occasional + ly
partial + ly

personal + ly
physical + ly
practical + ly
professional + ly
psychological + ly

racial + ly
real + ly
respectful + ly
skillful + ly
special + ly

successful + ly
total + ly
universal + ly
unusual + ly
visual + ly

wistful + ly
woeful + ly
wonderful + ly

Incidentally and accidentally are frequently misspelled. Now you can see why. Note the 'll.' That's the tough spot. Once you understand the rule, there's no trouble spelling them correctly.

There is one variation of the rule: When adding ly to the words ending in ll, one l is dropped. If this rule wasn't followed, there would be words containing three l's--fully would by fullly, and dull + ly would be dullly instead of dully.

Watch out for words ending in silent e, like true and whole where you drop the final e before adding ly.

du~~e~~ + ly = duly tru~~e~~ + ly = truly whol~~e~~ + ly = wholly

ALLY

Adjectives ending in ic take the ally suffix to form adverbs.

Adjective	Adverb	Adjective	Adverb
academic + ally =	academically	ecstatic + ally =	ecstatically
artistic + ally =	artistically	economic + ally =	economically
automatic + ally =	automatically	emphatic + ally =	emphatically
basic + ally =	basically	erratic + ally =	erratically
chronic + ally =	chronically	rhythmic + ally =	rhythmically
drastic + ally =	drastically	romantic + ally =	romantically
eccentric + ally =	eccentrically	specific + ally =	specifically
eclectic + ally =	eclectically	static + ally =	statically

This rule has only one notable exception: publicly

NESS

barren + ness = barrenness
common + ness = commonness
drunken + ness = drunkenness
even + ness = evenness
green + ness = greenness
keen + ness = keenness
lean + ness = leanness
mean + ness = meanness
plain + ness = plainness
thin + ness = thinness
sudden + ness = suddenness
wanton + ness = wantonness

LESS

soul + less = soulless

Instructions: Insert l or ll or all (whichever is correct) in the spaces in the following words. Rewrite the complete word on the line to the right.

1. actua___y _____
2. annua___y _____
3. rea___y _____
4. du___y _____
5. artistic___y _____
6. romantic___y _____
7. public___y _____
8. emphatic___y _____
9. extreme___y _____
10. sincere___y _____

Instructions: ***Insert n or nn (whichever is correct) in the spaces in the following words. Then rewrite the complete word on the line to the right.***

1.	drunke___ess	_____	6.	bitter___ess	_____
2.	mea___ess	_____	7.	like___ess	_____
3.	kind___ess	_____	8.	delightful___ess	_____
4.	wanto___ess	_____	9.	timeless___ess	_____
5.	happi___ess	_____	10.	tired__ ess	_____

ASSIGNMENT 9: WORD ENDINGS

PERFORMANCE GOALS

After completing this assignment, you will be able to:

1. Identify word endings
2. Apply memory aids and rules to correctly add word endings

PERFORMANCE CHECKS

Steps to completing this assignment:

1. Study the reference material below
2. Apply memory aids whenever possible
3. Complete the exercises throughout the assignment
4. Self-check your work; ask for help from your instructor if you need it.

There are several common noun-forming suffixes. The first of these are the suffixes "ance," and "ence." They mean "act of" or "state of" as in resistance and absence. The suffixes "ancy" and "ency" have the same meanings. The following word reference list are the most common "ance" and "ence" business words.

acceptance	fragrance	absence	correspondence	residence
alliance	insurance	benevolence	experience	reverence
assurance	observance	conference	independence	silence
endurance	performance	confidence	innocence	
	temperance			

The word ending "or" designates an agent (person, thing, or quality) and may indicate a condition or activity. Generally, "or" rather than "er" is used after the letter "t."

actor	distributor	governor	proprietor
administrator	doctor	inspector	protector
bachelor	editor	inventor	radiator
collector	elevator	originator	senator
conductor	error	possessor	visitor

The word ending "ment" is used mainly to form nouns from verbs: commit (v) + ment = commitment (n). The word ending "ment" denotes a "concrete result," an "action," or a "condition."

accomplishment	assignment	encouragement	government
adjournment	confinement	enlargement	improvement
adjustment	development	environment	measurement
agreement	disappointment	establishment	punishment
amusement	discernment	fulfillment	refinement

The word ending "ion" and its variations "tion," "sion" and "cian" form nouns from verbs. The endings "tion" and "sion" indicate an "act" or "process;" a "state" or "condition." The phonetic pronunciation of "tion" is "shun."

agitation	exhibition	recollection	repetition
alteration	indication	reduction	restriction

The word ending "sion" is pronounced "shun," after a consonant, as in mission, but after a vowel it is pronounced "zhun," as in confusion.

allusion	extension	omission
confusion	mission	permission
discussion	occasion	possession

The word ending "cian" indicates "one skilled in," and is pronounced "shun."

magician	politician	technician

Instructions: From the word ending examples given in the assignment, fill in the blank with the correct word and correct spelling.

1. An unmarried man is called a _____.
2. A person who starts something new may be called an _____.
3. When the room is completely quiet, there is _____.
4. A physician is more commonly known as a _____.
5. If you own something, you are the _____ of it.
6. To continue a task despite fatigue is known as _____.
7. Protection against loss is the purpose of _____.
8. A person's dwelling place is known as his _____.
9. Truly profound respect may approach _____.
10. Freedom from evil is virtue; lack of its knowledge is _____.

The following word endings are adjective-forming suffixes. The suffixes "able" and "ible" form adjectives meaning"able to," fit to be," or "worthy to be." No definite rule governs the use of "able" in preference to "ible"; however, "able" is more frequently used.

acceptable	notable	accessible	indefensible
available	passable	convertible	indestructible
dependable	respectable	credible	invisible
innumerable	valuable	edible	irresistible
laudable	venerable	feasible	susceptible

In adjectives, "ar" word endings means "of the nature of," "of," or "belonging to." There are many nouns also ending is "ar," but there are very few verbs.

angular	globular	molecular	secular
beggar	insular	particular	similar
circular	irregular	peculiar	singular
columnar	linear	polar	vehicular
familiar	lunar	popular	vulgar

The word endings "ant" and "ent" are used to form both adjectives and nouns. The nouns denote a "person" or "thing" acting as an "agent," as in occupant or detergent; whereas the adjectives describe the "condition" or "act" of the verb or word root, as in ignorant and corpulent.

abundant	ignorant	component	obedient
applicant	inhabitant	convenient	opponent
assistant	occupant	correspondent	permanent
attendant	pleasant	diligent	persistent
brilliant	apparent	equivalent	resident

In adjectives, "ary" means "of," "belonging to," or "connected with," as in sedentary (connected with sitting). In nouns, "ary" means the same thing, but the meaning applies to a person or object, whereas the adjective usually refers to a quality or condition.

Nouns	Adjectives
beneficiary	sanitary
granary	sedentary
mortuary	temporary
notary	
reactionary	
revolutionary	

"Ory" means "of," "relating to," or "characterized by" when it appears in adjectives; in nouns, it indicates "place of" or "for."

auditory	preparatory
factory	promissory
lavatory	regulatory

"Ery" is a noun-forming suffix meaning "art" or "practice," "state" or "condition."

archery finery monastery scenery snobbery

Verbs can end in "ize," "ise," or "yze" as in itemize. When the first part of the word is not a word in itself, use "ise," as in surmise. A few words of Greek derivation use "yze" or "yse." These suffixes mean "to subject to," "to become," or "to practice."

advertise	analyze	authorize	modernize	synchronize
chastise	paralyze	characterize	philosophize	temporize
despise		civilize	recognize	visualize
exercise		localize	standardize	vitalize
		mobilize	summarize	

The suffixes "ate" and "end" have identical meanings; the first is a Latin suffix and the second Anglo-Saxon. Both are found in verbs and adjectives, but in the verbs, the suffixes mean "to make" or "to act," as in captivate and weaken. In adjectives, the suffixes mean "having the quality of," as in affectionate and woolen.

accelerate	calculate	retaliate	moisten
accommodate	conciliate	separate	quicken
accumulate	exaggerate	vacillate	strengthen
annihilate	inculcate	brighten	tighten
appreciate	irritate	fasten	weaken

Adverbs usually end in "ly," "ward," or "wise." Adverbs answer the questions "how" (in what manner), "when," and "where."

awkwardly	indistinctly	clockwise	afterward
cautiously	promptly	lengthwise	downward
easily	quietly	likewise	forward
entirely	skillfully	otherwise	homeward
frequently	unusually	sidewise	upward

The suffix "er" in nouns, signifies "one who" or "that which." It also shows the comparative degree of adjectives, as in sweeter, and the comparative degrees of adverbs, as in nearer. Some words are used both as adjectives and adverbs.

NOUNS	ADJECTIVES	ADVERBS
adviser	earlier	faster
customer	friendlier	harder
designer	happier	later
laborer	prettier	nearer
photographer	simpler	quicker
purchaser	smoother	slower
reminder		sooner

Instructions: Spell any misspelled words on the line provided; if correctly spelled, write 'C' in the space.

1. beggar _____
2. adjustor _____
3. advertiser _____
4. aviator _____
5. accelerater _____
6. calender _____
7. columner _____
8. pleasent _____
9. beneficiary _____
10. lavatory _____
11. regulatary _____
12. archary _____
13. advertize _____
14. exercize _____
15. paralize _____
16. visualize _____
17. separete _____
18. weakan _____
19. easily _____
20. promptly _____
21. upword _____
22. remindar _____
23. photographir _____
24. earlior _____
25. simplar _____
26. attendent _____
27. faster _____
28. sidewize _____
29. cautiously _____
30. recognize _____
31. summarize _____
32. moistan _____
33. exaggerate _____
34. irritate _____
35. correspondant _____
36. surprise _____

ASSIGNMENT 10: FORMING PLURALS

DEFINITION: A plural means more than one.

PERFORMANCE GOALS

After completing this assignment, you will be able to:

1. Identify plurals
2. Apply memory aids and rules to correctly add plurals to singular forms

PERFORMANCE CHECKS

Steps to completing this assignment:

1. Study the reference material below
2. Apply memory aids whenever possible
3. Complete the exercises throughout the assignment
4. Self check your work; ask for help from your instructor if you need it.

RULES FOR FORMING PLURALS

Most nouns form their plurals by adding s to the singular, as in this group:

SINGULAR	PLURAL	SINGULAR	PLURAL
barrack	barracks	relationship	relationships
camera	cameras	screen	screens
development	developments	stenographer	stenographers
herd	herds	typewriter	typewriters
office	offices	umbrella	umbrellas

Most nouns ending in ch (as in itch), s, sh, ss, x, and z add es to the singular to form their plurals, as in this group.

SINGULAR	PLURAL	SINGULAR	PLURAL
box	boxes	catch	catches
brush	brushes	kiss	kisses
bush	bushes	mass	masses
business	businesses	patch	patches
buzz	buzzes	waltz	waltzes

A few nouns add en to the singular to form the plural, or makes changes within the word.

SINGULAR	PLURAL	SINGULAR	PLURAL
child	children	man	men
foot	feet	mouse	mice
gentleman	gentlemen	ox	oxen
goose	geese	woman	women
louse	lice		

Nouns ending in y: (1) When the Y is preceded by a consonant, change the y to i and add es.

SINGULAR	PLURAL	SINGULAR	PLURAL
company	companies	patty	patties
courtesy	courtesies	quality	qualities
fifty	fifties	sky	skies
fly	flies	study	studies

(2) When the y is preceded by a vowel, add s to the singular to form the plural.

SINGULAR	PLURAL	SINGULAR	PLURAL
alley	alleys	monkey	monkeys
attorney	attorneys	play	plays
boy	boys	ray	rays
chimney	chimneys	trolley	trolleys
day	days	turkey	turkeys
delay	delays	valley	valleys
journey	journeys	volley	volleys
joy	joys	way	ways
key	keys	whiskey or whisky	whiskeys or whiskies

NOTE: Proper names ending in y add s to form the plural.

Mary - Marys Henry - Henrys

Some nouns ending in f or fe form their plurals by changing f or fe to ves.

SINGULAR	PLURAL	SINGULAR	PLURAL
calf	calves	self	selves
half	halves	shelf	shelves
knife	knives	thief	thieves
leaf	leaves	wharf	wharves
life	lives	wife	wives
loaf	loaves	wolf	wolves

Some nouns ending in f or fe simply add s to the singular to form the plural.

SINGULAR	PLURAL	SINGULAR	PLURAL
belief	beliefs	kerchief	kerchiefs
chef	chefs	proof	proofs
chief	chiefs	reef	reefs
cliff	cliffs	roof	roofs
cuff	cuffs	safe	safes
grief	griefs	serf	serfs

Most nouns ending in o add es to the singular to form the plural.

SINGULAR	PLURAL	SINGULAR	PLURAL
buffalo	buffaloes	mosquito	mosquitoes
calico	calicoes	motto	mottoes
cargo	cargoes	Negro	Negroes
domino	dominoes	potato	potatoes
echo	echoes	tomato	tomatoes
embargo	embargoes	tornado	tornadoes
grotto	grottoes	torpedo	torpedoes
hero	heroes	veto	vetoes
innuendo	innuendoes	volcano	volcanoes

Most musical terms that end in o add s to the singular to form the plural.

SINGULAR	PLURAL	SINGULAR	PLURAL
alto	altos	contralto	contraltos
banjo	banjos	piano	pianos
basso	bassos	piccolo	piccolos
concerto	concertos	solo	solos

The following nouns ending in o add s to form the plural.

SINGULAR	PLURAL	SINGULAR	PLURAL
albino	albinos	halo	halos
auto	autos	kimono	kimonos
cameo	cameos	memento	mementos
casino	casinos	radio	radios
curio	curios	ratio	ratios
Eskimo	Eskimos	zero	zeros
folio	folios		

A compound word is a word that is really composed of two or more words strung together. In some compound words, the most important word in the compound takes the plural form. The rest of the word remains unchanged.

SINGULAR	PLURAL
attorney-at-law	attorneys-at-law
brother-in-law	brothers-in-law
commander-in-chief	commanders-in-chief
editor-in-chief	editors-in-chief
man-of-war	men-of-war
notary public	notaries public
court-martial	courts-martial
maid-of-honor	maids-of-honor

Words of measure ending in ful, add s to form the plural.

cupful	cupfuls
handful	handfuls
spoonful	spoonfuls

Titles form their plurals in the regular manner.

Captain	Captains Jones and Brown
Doctor	Doctors Smith and Johnson
Judge	Judges Hare and Hotch
Master	Masters Harry and Tom
Miss	Misses Jane and Mary
Professor	Professors Howard and Lane

The plural of letters, figures, signs, symbols are formed by adding 's to the singular.

Your 5's look like 3's.
How many r's in embarrass?
You use too many etc.'s in your letters.
There are six Ph.D.'s in the class.
Conrad was much admired in the 1890's.
Cross out all the t's.

The following abbreviations do not follow any set rule in forming their plurals.

SINGULAR	PLURAL
Dr.	Drs.
Mr.	Messrs.
Mrs.	Mesdames

The following nouns are always used in the singular even though they end in s and seem to have a plural feeling or meaning.

aeronautics	logistics	physics (science)
arthritis	mathematics	politics
civics	molasses	rickets
economics	news	measles
ethics	phonetics	

The following nouns are rarely or never used in the singular. They are almost invariably plural.

acoustics	cattle	remains	statistics
annals	goods	riches	suds
barracks	pants (trousers)	scissors	tactics
belongings	proceeds	shears	thanks
			tweezers

Some nouns have the same form in the singular and the plural.

corps	sheep	trout	grouse
deer	salmon	fish	
gross	series	means	

Foreign words use the Latin suffixes for plural forms; they are irregular in ending.

SINGULAR	PLURAL	SINGULAR	PLURAL
alumna (feminine)	alumnae	appendix	appendices
alumnus (masculine)	alumni	crisis	crises
analysis	analyses	criterion	criteria
diagnosis	diagnoses	medium	media, mediums
formula	formulas, formulae	memorandum	memoranda
fungus	fungi	minimum	minima
index	indices, indexes	neurosis	neuroses
larva	larvae	phenomenon	phenomena
maximum	maxima	synopsis	synopses

Instructions: Write in the correct plural form.

1. camera _____
2. business _____
3. catch _____
4. child _____
5. quality _____

6. attorney _____
7. fly _____
8. life _____
9. shelf _____
10. brother-in-law _____
11. editor-in-chief _____
12. cupful _____
13. Professor _____
14. 5 _____
15. Dr. _____

You are now ready for the final evaluation. Please ask your instructor for a copy of the exam. Place it in your folder when you have it completed. Fill out a unit grade and unit evaluation sheet.